

Cornell Cooperative Extension of Livingston County Board of Directors
Tuesday, September 27, 2022, held at the CCE Livingston Office BOD room.

The September 27, 2022, meeting of the Cornell Cooperative Extension Board of Directors was called to order by Bruce Dehm at 7:06 p.m.

Members Present: Bruce Dehm, Anna Macauley, Kirsty Northrop, Mary Guldenschuh, Dwight Knapp, Sid Bosch

Members Excused: Tim Hayes, Meghan Rodwell

Members Absent: Michael Howlett

Staff Present: DeLisa Drum, Jody Finkle, Tess McKinley

President Dehm, welcomed everyone.

President Dehm, designates DeLisa Drum, Operations Coordinator the official minute keeper of the meeting.

- President Dehm, made corrections to the August 23rd meeting minutes as is:
Replace: "Bruce let us know that he was busy speaking with families/exhibitors the week of the Fair."
With: "Bruce informed the board that during the Fair, he thanked 4-H exhibitors for attending and asked if there is anything the Association can do to improve their experience."
Replace: "Also letting everyone know that he spoke with Bob and Bonnie Stekl."
With: "Bruce related that he met with Fair President Dave Gilbert and Fair Board Members Bob Stekl and Shea Slade in a one-hour meeting to align the goals of the Fair and the Association."
Replace: "Final note from Bruce: he would like for us to notify him about community events."
With: "Bruce reminded the Association that the Board of Directors should be notified about any Community Events that the Association is invited to so that, as supporters of the Association, Board Members can attend such events."
- Supervisor Knapp also would like to be sure that it is noted that the 17 towns will each receive \$20,000 for trails and parks.
 - Board member Northrop, made a motion to approve the meeting minutes from August, with the correction. Board member Guldenschuh, 2nd this and all were in favor.

Finance Update: Jody Finkle, Finance Coordinator

- Finances are up to date thru July.
- Undeposited funds, PayPal \$ - due to timing of when the \$ was transferred from PayPal.
- Receivables are due to SNAP ED.
- Payables is the \$5000 a month to Steuben.
- Cornell fiscal year ends in June, they billed us 2x in July.
- Depreciation changed in 2022, its not anything over 5K in value. Depreciation is now monthly.

- Accrued vacation shows a change as we made a correction from 2021.
- Revenues have a credit, as we corrected a cash receipt error.
- Expenses are up due to the purchase of all the items for the Home Safe Home grant, as well as the purchase of bike helmets and car seats. There were added SBN expenses as well.

President Dehm, let the BOD know that he questioned earlier to Tess McKinley, Executive Director and Jody Finkle, Finance Coordinator where the funds were from the 4-H Livestock Auction. President Dehm, shared that RTI Auctions, collected all the funds this year and then wrote the association a check, that was received in August.

- Vice President Bosch, made a motion to accept the bookkeepers report as is, Board member Northrop 2nd this and all were in favor.

New Business: Jody Finkle, Finance Coordinator let the BOD know that we are looking for suggestions on 3 trade references to complete the application for a Kwik Fill credit card for the association vehicles.

Board member Northrop, suggested calling Kwik Fill and letting them know that we are a not for profit organization and don't have trade references. Northrop also suggested reaching out to Extension Specialist, Adam Hughes for his suggestion. Executive Director Tess McKinley will reach out to Mr. Hughes.

Livingston County Liaison Report: Supervisor Dwight Knapp

Supervisor Knapp let us know that the County 2023 budget is complete, and the first draft review is underway.

Supervisor Knapp informed the board that there is some unknown around the fiscal stability of the Livingston County skilled nursing facility, the county supervisors toured on September 14th. Sales tax is currently up 6%. The county fund balances are in good shape. The county will use the General Fund for CNR relief. The county held a job fair at the CNR, they were able to hire 9 people.

Executive Director Report: Tess McKinley, Executive Director

In packet you will find the Snapshots and Excitement from the staff.

- See attached snapshots and excitement.

Executive Director McKinley, let the board know that the staff has been busy.

- ED McKinley informed that we are working with Central Services to get a new sink and stove installed.
- The front reception area is now greeted by the OFA receptionist. The receptionist greets the community and rings the doorbell for our staff to come out. This did not cost the association any money. Thank you to Secretary Macauley for bringing this to attention.

- Farm Fest was well attended, Youth Development ran out of supplies. The association was represented by the youth activity tent, the CCE association tent and the 4-H chicken BBQ being ran by our volunteer Ron Neidermaier.
- The Genesee Valley Hunt races are upcoming on Saturday, October 8th the association will offer 2-3 activities for youth. The association will also offer a tailgate, chocolate covered pretzels made by a 4-H family and charcuterie cups as well as bottled water. The association will take this opportunity to promote the upcoming 4-H Open House and our Annual Meeting Trivia Night.
- 4-H Achievement Day was this past Sunday, Board member Anna Macauley attended, she stated that it was a great day and shared with the board the reveal of this upcoming year's 4-H/fair theme will be Safari "WILD ABOUT 4-H"
- COSERS, when E.D. McKinley started here at CCE Livingston she learned of the COSER agreement, that didn't turn out to be true, so she began at square 1. Working through the step-by-step procedure the association now has 4 schools in Livingston County who have agreed to work with us and our AITC program. Board member Northrop asked what schools would be participating? E.D. McKinley responded with Avon, Dansville, Caledonia and was unsure on the 4th. There are 10 total schools plus 4 private schools that our association works with. We will still work with all schools, but our capacity may be limited, therefore we will put more into the schools who will be paying us. The association still has grant funding from the dairy promotion and funding from the county. President Dehm, asked what the revenue projections look like? E.D. McKinley let the board know that it will be \$3,000 per school. President Dehm, asked who would administer this program? E.D. McKinley stated that AITC/4-H educator Schwab with support from Youth Development Leader Wittmeyer as well as occasionally from 4-H educator Hopkins when needed. The Ag in the Classroom position has been re-posted with a bachelor's degree needed, this will run through October 3rd.

President Dehm asked if the letters from the board were sent out to the Auction buyers? Operations Coordinator Drum, will look into this. *Update they were sent per Communications Specialist Weimar*

Standing Committee Reports:

4-H Advisory, as well as Dairy & Livestock and Horse

Ag Advisory, as well as Master Gardeners

FACS Advisory

President Dehm, would like to be informed of what happens at these meetings, asking for board members to be on these committees to have a monthly report. The board currently has a vacancy and will have three more for the new year.

Old Business:

Reimbursement Policy 504 (Business Expenses)

E.D. McKinley let know of a verbiage change per employee's concern, that it read that they were to come to the CCE office to use an extension vehicle. Sometimes it is shorter for them to drive a personal vehicle and submit mileage.

Mileage – An employee who uses the employee's own vehicle to conduct authorized Association business is reimbursed at the Association – approved mileage rate, which is the federal mileage rate. The employee is also reimbursed for any business – related tolls and parking fees. Mileage is reimbursed above the employee's normal round – trip commute. However, it is encouraged that employees use the company vehicles as much as possible.

Vice President Bosch makes a motion to approve the above change to Policy 504, Secretary Macauley, 2nds and all are in favor.

Remote Working Policy – this was not voted on at the August meeting. The association is supposed to have a policy in place.

E.D. McKinley let the board know that State Extension Specialist Adam Hughes shared with her that the state is a mixed bag. Some associations are fully remote, some are all in the office and others offer a certain number of days working from office and working from home.

CCE Livingston currently only has a verbal agreement to work from home 2x a week and 3x a week being in the office. Board had discussion around this matter and will table for further discussion at the October meeting.

2022 Fiscal Authorizations, note the highlighted changes. These are changes that have already been approved during the year, they just need to be updated on this for compliance. Changes are that Courtney Weimar, Communications Coordinator and DeLisa Drum, Operations Coordinator have been added to the bank accounts. The Federal mileage rate of \$.625. The addition of the Kwik Fill credit card. Board member Northrop made a motion to accept these changes to the 2022 Fiscal Authorizations, Supervisor Knapp 2nd and all were in favor.

President Dehm, made note of the \$40,000 that we pay to the North West New York Dairy Team, he would like to get a report of what they are doing for Livingston County. Board member Northrop stated that each Association pays into the team. E.D. McKinley will reach out to the team for a report.

Search Committee: President Dehm, search committee narrowed down to two good applicants. Interview will be conducted on Monday, October 3rd.

New Business:

The association van was in a car accident, Nutritionist Tang was driving when she was T-boned by another driver. This hit caused the van to also hit a pole head on. The van is a total loss.

E.D. McKinley is to investigate a replacement vehicle.

Annual Meeting (Trivia Night & Pie Auction) – Operations Coordinator Drum, shared an update on the event. Board member Northrop will donate a cheese basket for a prize.

Executive Session:

President Dehm, called for an Executive Session at 8:56 P.M. for discussion of a personnel matter, this motion was moved by Supervisor Knapp and seconded by Vice President Bosch. Executive Session ended at 9:09PM. No action was taken during session.

Nominating Committee:

President Dehm, nominated board member Guldenschuh and Secretary Macauley for this committee. Board member Guldenschuh will chair this committee and will be asking for forms of interested candidates by October 15th for the board.

Supervisor Knapp made a motion to adjourn the BOD meeting at 9:17 P.M, seconded by President Dehm and agreed by all.

Next Meeting is Tuesday, October 25th. The meeting will be held at 7pm at the CCE Livingston Office.

Respectfully submitted,

DeLisa Drum

Operations Coordinator

Reviewed by,

Anna Macauley

Board Secretary